

**ESSEXVILLE CITY COUNCIL
REGULAR MEETING
JUNE 11, 2024 7:00 PM
CITY COUNCIL CHAMBERS**

Mayor Scott Wittbrodt called the REGULAR MEETING of the Essexville City Council held on June 11, 2024 to order at 6:00 PM.

City Councilmember, Justin Grifka, led the Pledge of Allegiance.

ROLL CALL

The following City Council Members were present at the meeting: Jack Covieo, Jennifer Gradowski, Justin Grifka, Adam Hughes, Robert Mantei, Todd Wendt and Mayor Scott Wittbrodt.
ABSENT: None

APPROVAL OF AGENDA

Hughes, Wendt:

Resolved the agenda be approved as written.

YES: Hughes, Wendt, Covieo, Gradowski, Grifka, Mantei, Wittbrodt

Motion Carried

ABSENT: None

CONSENT AGENDA

Hughes, Covieo:

- A. Resolved; City Council hereby approves the minutes of its May 14, 2024 regular meeting and May 21, 2024 special meeting, said minutes prepared by the City Clerk and submitted for the City Council’s consideration at its June 11, 2024 regular meeting.**
- B. Resolved, the Mayor and the City Clerk are authorized to execute an agreement with the Bay Arenac Intermediate School District for the collection of school property taxes for the summer of 2024 such agreement subject to approval by the City Manager as to substance and the City Attorney as to form.**
- C. Resolved, the Mayor and the City Clerk are authorized to execute an agreement with Delta College for the collection of school property taxes for the summer of 2024 such agreement subject to approval by the City Manager as to substance and the City Attorney as to form.**
- D. Resolved, the Mayor and the City Clerk are authorized to execute an agreement with Essexville-Hampton School District for the collection of school property taxes for the summer of 2024 such agreement subject to approval by the City Manager as to substance and the City Attorney as to form.**
- E. Resolved; Ordinance No. 2024-2 AN ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF ESSEXVILLE TO AMEND CHAPTER 8 (ENTITLED “MANAGEMENT OF REGULATED FLOOD PRONE HAZARD AREAS”) OF TITLE VIII, (ENTITLED “BUILDING REGULATIONS”), TO ADD SECTION 8.806 OF SAID CODE, said ordinance first introduced and read at the May 21, 2024 special meeting of the City Council is hereby adopted as an ordinance of the City of Essexville.**

YES: Hughes, Covieo, Gradowski, Grifka, Mantei, Wendt, Wittbrodt

Motion Carried

ABSENT: None

PRESENTATIONS

None

CITIZEN INPUT

The following citizens addressed the Council:

Robert DeCatur, 1108 Pine Street
Marnie Westphal, 5 Pitre Court

COUNTY COMMISSIONER'S REPORT

Mr. Dennis Poirier, County Commissioner, updated the council on business at Bay County and took questions from the council.

COMMITTEE REPORTS

FINANCE COMMITTEE

PAYMENT OF BILLS

Hughes, Wendt:

Resolved; that expense vouchers 79 totaling \$112,120.50 and payroll voucher 80 through 85 totaling \$84,054.33 for a grand total of \$196,174.83 paid as stated.

YES: Hughes, Wendt, Covieo, Gradowski, Grifka, Mantei, Wittbrodt

Motion Carried

ABSENT: None

LEGISLATIVE COMMITTEE

Councilmember Mantei had no report

MUNICIPAL RELATIONS COMMITTEE

Councilmember Wendt had no report.

PARKS AND RECREATION COMMITTEE

Councilmember Gradowski reported on progress at Smith Park.

PUBLIC IMPROVEMENT COMMITTEE

Councilmember Covieo had no report.

PUBLIC RELATIONS COMMITTEE

Councilmember Gradowski reported on the Curb Appeal Award. The deadline for nominations is June 28th, judging will be July 8th and award presentation July 15th.

UTILITY AND SPECIAL COMMITTEE

Councilmember Wendt had no report.

PLANNING COMMISSION

Councilmember Mantei reported there was not a meeting in June, but there is a recommendation from the planning commission to approve the CIP.

DOWNTOWN DEVELOPMENT AUTHORITY

Councilmember Gradowski reported there was not a meeting in June.

MAYOR'S REPORT

Mayor Wittbrodt reported on the following:

- Attended the budget workshop session in May.
- He will not be present for the July meeting.

CITY MANAGER'S REPORT

City Manager, Craig Goulet, reported on the following:

- Mill and fill project on Scheurmann.

- Tree cutting project on Ward Street.
- Smith Park project.
- Thanked the Essexville Firefighters for escorting the busses on the last day of school.
- 1 percent millage increase to cover the purchase of SCBA's for the fire department
- Land survey for the pocket park
- Discussed cybersecurity coverage through the Michigan Municipal League.

PUBLIC HEARING(S)

PUBLIC HEARING– CITY MANAGER’S PROPOSED FISCAL YEAR 2024/2025 BUDGET

The Mayor opened the Public Hearing at 7:05 P.M.

There was no public comment.

The Mayor Closed the Public Hearing at 7:06 P.M.

CONSIDERATION OF BUDGET ADOPTION RESOLUTION AND APPROPRIATIONS ACT ADOPTING THE FISCAL YEAR 2024/2025 BUDGET.

Hughes, Gradowski:

Whereas; in accordance with the City Charter and law, the City Manager has prepared an annual budget for fiscal year 2024/2025 and submitted said budget to the City Council for its review and consideration, and

Whereas; in accordance with the City Charter and law, the budget documents have been available for public review and comment, and

Whereas; in accordance with the City Charter and law, a public hearing was held during a regular meeting of the City Council on June 11, 2024 to receive further public input on the proposed budget, and

Whereas; the City Council after its review and consideration of public comment has made adjustments to the proposed budget it has deemed appropriate,

Now, therefore it is resolved; that the City Council does hereby adopt the “Budget Adoption and Appropriations Act For Fiscal Year 2024/2025” as prepared by the City Manager and presented to the City Council at its June 11, 2024 regular meeting thereby adopting the annual budget for the City of Essexville for its fiscal year beginning July 1, 2024 through and including June 30, 2025.

YES: Hughes, Gradowski, Covieo, Grifka, Mantei, Wendt, Wittbrodt,

Motion Carried

ABSENT: None

PUBLIC HEARING– OPERATING MILLAGE INCREASE

The Mayor opened the Public Hearing at 7:08 P.M.

There was no public comment.

The Mayor Closed the Public Hearing at 7:09 P.M.

CONSIDERATION OF RAISING THE OPERATING MILLAGE BY A TOTAL OF 1 OPERATING MIL FOR THE UPCOMING WINTER TAX ROLLS RAISING THE OPERATING LEVEL TO 13.5 MILLS FOR A PERIOD OF 3 YEARS.

Gradowski, Wendt:

A public hearing having been held, the Essexville City Council hereby finds that upcoming expenses which include SCBAs (breathing apparatuses set to expire at the end of this year) for the fire department, a new salt truck and funding to train a new employee for the department of public works are needed expenses that do not fit within the current 2024/2025 budget, and it is thereby further resolved as follows:

The City of Essexville is set to increase the millage taxed on the December 2024 tax billing to properties of the city be increased by 1.00 mills, bringing the total operating millage to a total of 13.5 for a period of 3 years to provide funds for those expenses. The operating millage level will be reduced back to 12.5 after the full increased collection has taken place after 3 years.

YES: Gradowski, Wendt, Covieo, Grifka, Hughes, Mantei, Wittbrodt
ABSENT: None

Motion Carried

PUBLIC HEARING – CITY MANAGER’S PROPOSED SIX-YEAR CAPITAL IMPROVEMENT PROGRAM FOR FISCAL YEARS 2024/2025 THROUGH 2029/2030.

The Mayor opened the Public Hearing at 7:15 P.M.

Craig Goulet, 202 Hart Street
Robert Mantei, 535 Gateway Place

The Mayor Closed the Public Hearing at 7:19 P.M.

CONSIDERATION OF ADOPTING SIX-YEAR CAPITAL IMPROVEMENT PROGRAM FOR FISCAL YEARS 2024/2025 THROUGH 2029/2030.

Hughesi, Covieo:

Whereas; in accordance with the City Charter and law, the City Manager has prepared a Capital Improvements Program for the City of Essexville and for fiscal years 2024/2025 through 2029/2030 and submitted said Capital Improvements Program to the Planning Commission and to the City Council for review and consideration, and

Whereas; the Planning Commission has reviewed the proposed Capital Improvements Program and found that the proposed improvements and purchases are desirable and needed, and

Whereas; in accordance with the City Charter and law, the Capital Improvements Program documents have been available for public review and comment, and

Whereas; in accordance with the City Charter and law, a public hearing was held during a regular meeting of the City Council on June 11, 2024 to receive further public input on the proposed Capital Improvements Program, and

Whereas; the City Council after its review and consideration of public comment has made adjustments to the proposed Capital Improvements Program it has deemed appropriate, and

Whereas; the Planning Commission has recommended to the City Council that it adopt the proposed Capital Improvements Program,

Now, therefore it is resolved; that the City Council does hereby adopt the Capital Improvement Program covering fiscal years 2024/2025 through 2029/2030 as prepared by the City Manager and recommended for adoption by the Planning Commission.

YES: Hughes, Covieo, Gradowski, Grifka, Mantei, Wendt, Wittbrodt Motion Carried
ABSENT: None

UNFINISHED BUSINESS

None

NEW BUSINESS

CONSIDERATION OF UTILIZING UP TO \$142,000.00 OF FUND BALANCE TO PAY FOR SCBAS FOR THE ESSEXVILLE FIRE DEPARTMENT. OF AMENDING THE FEE SCHEDULE.

Gradowski, Mantei:

The 2024/2025 budget is to be amended by City of Essexville staff to utilize up to \$142,000.00 of fund balance to pay for SCBAs for the Essexville Fire Department. These funds are to be replaced with the monies resulting from the increased operating millage that is set to last for a total of 3 years.

YES: Gradowski, Mantei, Covieo, Grifka, Hughes, Wendt, Wittbrodt Motion Carried
ABSENT: None

CONSIDERATION OF AMENDING THE FEE SCHEDULE FOR MISCELLANEOUS SERVICES.

Wendt, Grifka:

Resolved; that the “Schedule of Miscellaneous Fees and Charges” recommended by the City Manager and as set forth in his communication to the City Council dated June 6, 2024 regarding this subject are approved effective July 1, 2024.

YES: Wendt, Grifka, Covieo, Gradowski, Hughes, Mantei, Wittbrodt Motion Carried
ABSENT: None

CONSIDERATION OF RENEWING PROPERTY, CASUALTY AND GENERAL LIABILITY INSURANCE COVERAGE WITH THE MICHIGAN MUNICIPAL LEAGUE’S LIABILITY & PROPERTY POOL.

Grifka, Hughes:

Resolved; based on the City Manager having found no advantage to seek competitive bids, the City Council hereby authorizes the Mayor and the City Clerk to execute an Intergovernmental Contract with the Michigan Municipal League Liability and Property Pool to renew the City’s general liability, property and casualty insurance coverage for the period beginning July 1, 2023 through July 1, 2024.

YES: Grifka, Hughes, Covieo, Gradowski, Mantei, Wendt, Wittbrodt Motion Carried
ABSENT: None

INFORMATIONAL COMMUNICATIONS

None

CITIZEN INPUT

The following citizens addressed the Council:

Don Middleton, 400 Caroline

EXECUTIVE SESSION

None

ADJOURNMENT

Hughes, Wendt:

Resolved; that the meeting be adjourned.

YES: Hughes, Wendt, Covieo, Gradowski, Grifka, Wendt, Wittbrodt

Motion Carried

ABSENT: None

The meeting adjourned at 7:33 p.m.

Scott Wittbrodt
Mayor

Sarah Wilcox
City Clerk
